

ORDER FOR SUPPLIES OR SERVICES						PAGE 1 OF 2 PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER 08/02/10		2. CONTRACT NO. (If any) EP-W-07-071		6. SHIP TO:			
3. ORDER NO. 0012		4. REQUISITION/REFERENCE NO. PR-HQ-10-12820		a. NAME OF CONSIGNEE JEFFREY D. MARTIN, TOPO			
5. ISSUING OFFICE (Address correspondence to) U.S. Environmental Protection Agency 6207J				b. STREET ADDRESS 1200 PENNSYLVANIA AVE. NW 8207J		c. CITY WASHINGTON	
7. TO:				d. STATE DC		e. ZIP CODE 20460	
a. NAME OF CONTRACTOR PERRIN QUARLES ASSOCIATES, INC.				8. TYPE OF ORDER			
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. TASK — Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 652 PETER JEFFERSON PKWY, SUITE 300				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet. If any, including delivery as indicated.			
d. CITY Charlottesville		e. STATE VA		f. ZIP CODE 22911			
9. ACCOUNTING AND APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							
<input checked="" type="checkbox"/> a. SMALL		<input type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED		<input type="checkbox"/> d. WOMEN OWNED	
12. F.O.B. POINT Same as Block 6				14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
13. PLACE OF						16. DISCOUNT TERMS N/A	
a. INSPECTION Same as Block 6		b. ACCEPTANCE Same as Block 6		17. SCHEDULE (See reverse for Rejections)			
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	The total estimated cost for the task order entitled, "Program Management" is \$4,408.00, with a level of effort of 36 direct labor hours. The period of performance is from the effective date of award thru 15 July 2011. Incremental funding in the amount of \$2,000.00 is obligated to this task order.						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.			
21. MAIL INVOICE TO:						17(h). TOT. (Cont. pages)	
a. NAME U.S. Environmental Protection Agency							
b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive							
c. CITY Durham		d. STATE NC		e. ZIP CODE 27711		17(i). GRAND TOTAL	
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) FAYE SAS		\$2,000.00	
				TITLE: CONTRACTING/ORDERING OFFICER			

Program Management

Contract: EP-W-07-071, Task Order: 0012

Lead PR Number: PR-HQ-10-12820

Summary Information

Title: Program Management
Period of Performance: From: 08/02/10
To: 07/15/11
Award Date:
Total Funding: \$2,000.00

Accounting/Appropriation Data

POP	DCN	BFYS	Fund	Org	PRC	Site/ Project	Cost Org	Obj Class	Amount	P / C
Opt 3	FC0300	10	B	58F2	105A46C	00000000		2505	\$2,000.00	P

Funding Breakout

Acct.Info	Funding Category	Amount
FY2010 - FC0300	Cost Ceiling	\$2,000.00
Total:		\$2,000.00

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: JEFFREY D. MARTIN
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 6207J
Phone Number: (202) 343-9724
Fax Number: (202) 343-1204
E-Mail Address: martin.jeffrey@epa.gov

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: MICHAEL M. LITWACK
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 6207J
Phone Number: (202) 343-9925
Fax Number: (202) 343-2290
E-Mail Address: litwack.michael@epa.gov

Task Order Totals

Category	POP	Amount
Cost Ceiling	Option 3	\$2,000.00

Statement of Work

Task Order COR: Jeffrey Martin
Task Order Title: Program Management

I. Background

In response to mounting concern over the potential risks posed by climate change, the United Nations Framework Convention on Climate Change (UNFCCC) was negotiated in Rio De Janeiro at the United Nations Conference on Environment and Development (also referred to as the "Earth Summit") in June, 1992. More than one-hundred and fifty nations, including the United States, signed the treaty, which entered into force less than two years later, on March 21, 1994. The UNFCCC treaty has now been ratified by more than one-hundred and fifty-five nations.

The United States was the fourth nation overall, and the first industrialized nation, to ratify this landmark accord. Under this treaty, the world's industrialized nations pledged to establish policies and measures that *reduce emissions of greenhouse gases*, and to work towards the long-term objective of "avoiding dangerous interference with the climate system." The United States is strongly committed to addressing the challenge of climate change with cost-effective policies that are good both for the environment and the economy. As a result, the United States approach is focused on improving our understanding of the science of climate change; developing win-win partnerships with the private sector, states, localities, and non-governmental organizations; and working with the international community to reduce the risks of climate change.

This Statement of Work (SOW) supports EPA in implementing a wide variety of activities that are required to fulfill the mission of the Climate Change Division.

II. Objectives

The objective of this task order is to maintain a monthly progress report, support an on-call Program Manager, and to maintain open lines of communication.

III. Scope

The work outlined under this task order is consistent with contract clause B.1 Program Management, and contract clause F.4 Monthly Progress Report.

IV. Specific Tasks

The tasks outlined below involve two main functions: 1) Preparation of the monthly progress report; and 2) maintaining lines of communication, which involves conference calls, and an on-call status for the Program Manager.

Task 1. Maintenance of Monthly Progress Report – Instructions for completion of the monthly progress report are referenced in contract Section F.4 Monthly Progress Report

Task 2. Maintain Lines of Communication – At the request of either the Government or the Contractor, meetings shall be held to discuss the overall progress of the contract. These discussions shall normally be conducted via conference call.

The Contractor shall maintain the capability to respond to requests for information from the Government concerning issues of contract management, i.e., overall progress on the contract, trouble shooting, and other contract-level issues. General issues will be discussed during scheduled conference, but under certain circumstances, there may be an urgent need to address specific issues or to provide non-routine type information.

V. Period of Performance

The period of performance for this task order will be from the date of award to July 15, 2011.